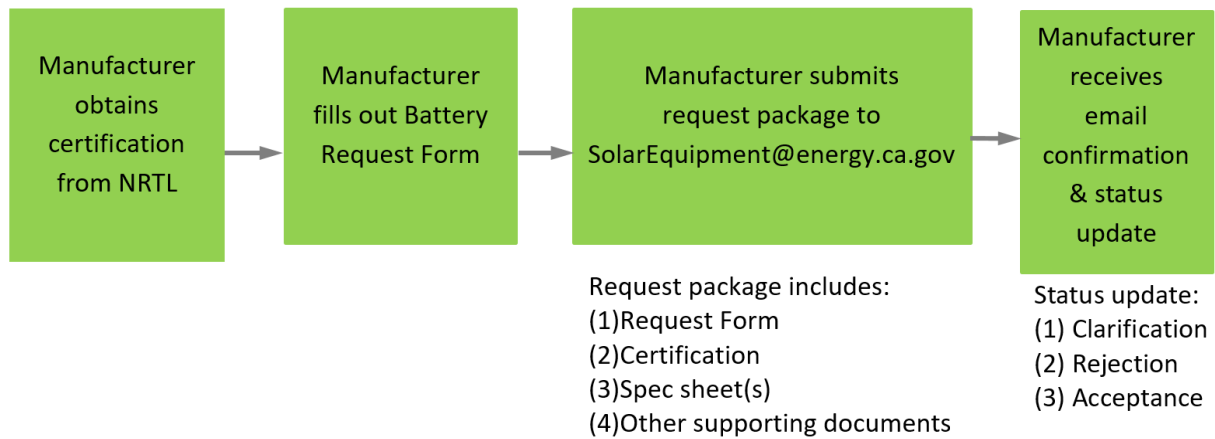


## Battery Listing Request Instructions



### General Guidance for Battery Listing Request:

- Requirements are detailed in the [Guidelines for California's Solar Electric Incentive Programs \(Senate Bill 1\), Seventh Edition](#)
- **Equipment manufacturer must submit the request.**
- Reports and documents must be written in English.
- Submit all the required documentation **in a single email**. Incomplete requests will be rejected and will lose their place in the review queue; a complete request must then be resubmitted.
- Requests containing falsified reports or altered forms will be rejected. The equipment may be permanently prohibited from inclusion on the list, and the manufacturer permanently prohibited from having equipment listed.
- Refer to the [Workshops, Notices and Training page](#) on the [GoSolarCalifornia website](#) for additional instructions, examples, and best practices to avoid common mistakes.
- **NOTE: Data and information submitted to the Energy Commission are public record. Do not submit any proprietary or confidential information. Proprietary or confidential information on required documents must be redacted or omitted prior to submission.**

## Procedure for Submitting a Battery Listing Request:

### 1. Required Request Documents

The manufacturer submits the listing request **in a single e-mail** to [SolarEquipment@energy.ca.gov](mailto:SolarEquipment@energy.ca.gov).

Include a subject line stating the purpose of the equipment request (new or revised), the equipment type (Battery), and the manufacturer's name. Attach to the e-mail all required documentation:

- a) Battery Listing Request Form.
- b) Nationally Recognized Testing Laboratory<sup>1</sup> (NRTL) certification(s) to UL 1973.
- c) Manufacturer's spec sheet(s) for all the requested model number(s).
- d) Additional supporting documentation, such as the UL 1973 test report, as required by Energy Commission staff. Please note that submitted information is public record; **do not submit any proprietary or confidential information.**

### 2. Minimum Criteria for Safety Certification

The certification(s) must meet the requirements outlined below.

- Signed or stamped and dated by NRTL.
- Indicates the UL 1973 standard and Source Requirement Documents (SRDs) for the test.
- Specifies the requested model number(s) certified.
- Defines all the wildcards in model number(s).

## Instructions for Completing the Battery Request Form

Download the latest version of the [Battery Listing Request Form](#). Complete all boxes and fields or explain in the Request Form Notes why a field is not applicable.

- a) List the manufacturer's legal name (as listed on the certification). Any company name differences must be clarified through a signed letter submitted on company letterhead (see FAQs #1 below).
- b) For "Maximum Continuous Discharge Rate", enter the value from the model number(s) spec sheet(s). The value must match the manufacturer's spec sheet(s); otherwise, this value will be defaulted to zero.
- c) Provide any additional information to further explain or clarify the request in the "Notes" section. Accurate and detailed notes will help prevent the need for clarification and ensure timely processing of the listing request without further delays.

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<sup>1</sup> A current list of NRTLs approved by OSHA, along with their recognized scopes, can be found on the OSHA website.

## Instructions for Submitting Optional Documentation for JA12

Joint Appendix 12 (JA12) of the 2019 Building Energy Efficiency Standards provides the requirements for a battery energy storage system, in combination with an on-site photovoltaic system, to qualify for compliance credit towards meeting the required energy budget.

Please contact the Title 24 Hotline at (916) 654-5106 or [Title24@energy.ca.gov](mailto:Title24@energy.ca.gov) for instructions on how to fill out the declaration form and for inquiries related to JA12.

**Note:** If submitting a request for JA12, your request must include all the required documents identified in the “Required Request Documents” section (located on page 2), in addition to the required JA12 documentation. All documentation must be submitted **in a single email**.

## FAQs

### 1. What if I want my equipment listed under a different manufacturer name than the name on my certification?

If a manufacturer wants equipment listed under a different manufacturer name, the manufacturer must submit a letter containing the information listed below:

- Submitted on company letterhead.
- Signed and dated by an authorized representative of the company.
- The legal name of the manufacturer (from the certification).
- The name that manufacturer wants to use for equipment listing purposes.
- The reasoning behind the request (for example, a manufacturer may want to list the brand name instead).
- An explanation of all manufacturer name variations found on the submitted documents and the relation between each manufacturer name and the manufacturer name reported on the certification (parent company, subsidiary, etc.).

### 2. How do I know my request has been received?

The Energy Commission sends a confirmation email upon receipt of an equipment listing request. A unique request ID number ("R number") will be assigned to each request and will be included in the confirmation email.

### 3. What if I have questions or need updates on my request?

You can contact the Solar Equipment Call Center at (916) 654-4120 or [SolarEquipment@energy.ca.gov](mailto:SolarEquipment@energy.ca.gov) for any equipment listing questions. Please reference your "R" number to help Energy Commission staff identify the specific request. Manufacturers also receive email notifications from the Energy Commission when the status of a request changes or decisions (acceptance, clarification needed, or rejection) are made.

### 4. What kind of batteries can be listed?

Electrochemical batteries, intended to be used in stationary applications, and have safety certificate to UL 1973 from a NRTL can be considered for listing.

### 5. What if I have questions regarding the JA12?

You can contact the Title 24 Hotline at (916) 654-5106 or [Title24@energy.ca.gov](mailto:Title24@energy.ca.gov) for any JA12 questions. Please reference your "R" number to help Energy Commission staff identify the specific request.

### 6. How does the Energy Commission process my request?

Requests are processed on a first-in, first-out basis, and involve a 2-phased process: Phase 1 consists of an administrative screening, and Phase 2 consists of a technical evaluation. Only those requests that pass administrative screening will be reviewed for technical evaluation. Requests that are complete and accurate on their first submission take typically no more than 45 days to be approved from the date the request was received. If clarification or additional information is required, or the request is rejected because of omissions or deficiencies, the Energy Commission will typically notify the manufacturer within 30 days. Requests that require clarification will take longer to complete than complete and accurate requests, and may take significantly longer than the 45-day timeline to complete the review and posting of approved equipment on the Energy Commission's Solar Equipment Lists. The Energy Commission updates the solar equipment lists three times a month, typically on the 1<sup>st</sup>, 11<sup>th</sup>, and 21<sup>st</sup> of the month, or the first business day thereafter.